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CLASSIFIED TO: TS S

1st Memo, 4 Apr 77

Auth: MEMORANDUM FOR: Assistant Management Officer for DD/I Area

Date: 31 MAR 1978

By: 028

SUBJECT: Annual Management Report

1. The following report is submitted in accordance with your instruction and B. ^{mean of the subject} B. circular No. A-8, revised dated 29 June 1951.

2. A review of the Management Program for this Office during fiscal year 1953 reflects that four studies of major importance were accomplished and should become a part of this report.

a. Survey was completed on the Registry Control of Special Intelligence received or produced by the Special Center. This study indicated that tight controls on this program would tend to delay and hamper production and the cost would be excessive compared to results.

b. ~~A complete study of the Special Intelligence Security Branch was conducted including functions, Table of Organization, basic procedures, desk procedures, proposed methods~~ ^{M were} designed to reduce number of clearances and reporting methods ^{in the Special Intelligence Security Branch.}

c. A survey was conducted within the Special Support Staff which included functions, Table of Organization, procedures, layout of equipment, Security and Administrative Controls.

d. During the period covered by this report the reproduction and messenger activities of this Office were transferred to the Office of General Services. This transaction has provided OCI with a more extensive and experienced force

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SECURITY INFORMATION

as well as uniform service.

3. It is planned during fiscal year 1954 to:

- a. Continue with studies and surveys of procedures and Table Organizations.
- b. To review and place on a current basis the missions and functions of OCI.


Executive Officer
Office of Current Intelligence

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C. To consolidate activities with a view to improve quality of product and dependability of intelligence support rendered the planners, policy-makers, and operators of government.